

## University Police

Job Code	Job Title	Pay Grade
4110L1	University Police Officer	21
4111L1	University Police Sergeant	25
4112L1	University Police Lieutenant	28

### CONCEPT:

This is commissioned law enforcement work providing police protection for a regents institution.

### TASKS:

#### University Police Officer

- Observes buildings and offices, streets, etc., while on patrol to determine whether conditions appear in order. Checks exterior of premises for unusual signs which might indicate illegal entry, and speaks to occupants to assure that everything is in order. Identifies locations and times when criminal activity and/or traffic problems are most likely to occur in a particular district.
- Responds to emergency situations such as fires, injury accidents, hold up, fire and intrusion alarms, bomb and other threats, and initiates immediate action to control the situation.
- Maintains care and control of authorized equipment, vehicles and firearms. Decides when an emergency response is necessary.
- Collects, analyzes and verifies information from conversations with persons during patrol activity, emergency situations, and criminal offenses, and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures, and makes oral reports as needed.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups. Provides information about police policies, procedures and techniques as they affect the public. Maintains good public relations with other law enforcement agencies.
- Considers circumstances of an observed or suspected violation of law and determines whether to initiate an investigation or to stop and frisk an individual, or whether probable cause exists to arrest and search an individual incident to the arrest without a warrant, and makes arrest or search.
- Directs and controls traffic flow and pedestrian movement on campus. Patrols streets and related areas to see that streets, drives and fire lanes are open and enforces observed traffic violations. Issues University parking citations at institutions where they are used, and issues moving traffic violations into municipal or district courts.
- Directs traffic flow at the accident scene, conduct an investigation as to its cause, photographs and sketches diagrams of accidents, and takes appropriate enforcement action.
- Performs surveillance operations. Locates, collects, handles and preserves physical evidence. Interviews complainants, witnesses and suspects.

#### University Police Sergeant

- Establishes work schedules and assignments, reviews work while in progress and checks completed work through visual observation and reports to assure that proper police protection is provided. Coordinates with oncoming supervisor on activities occurring and administrative directions issued during previous shift. Reads special orders and instructions at briefings, and passes on information to next shift.
- Inspects personnel and equipment for adherence to departmental standards. Enforces departmental rules and regulations as supervisor of other officers. Completes probationary and annual performance evaluations for subordinate officers.
- Reviews and coordinates information gathered to insure proper reporting and case classification.
- Patrols an assigned area or function, observing, supervising, and instructing subordinates.
- Assists other officers on major calls or complex situations where assistance is required.
- Maintains care and control of authorized equipment and vehicles, including firearms. Decides when emergency response is necessary.

### **University Police Lieutenant**

- Supervises functional units and directs subordinates in meeting operational goals. Evaluates subordinate sergeants and reviews performance of officers. Works with other commanders to insure consistency of operations among units. Determines amount of time and resources to be expended by subordinates.
- Determines amount of time and resources to be expended by subordinates. Reviews assigned activities such as training, investigations, patrol, dispatch, and community relations. Assumes command in response to major or highly sensitive incidents or crimes.
- Reviews activities assigned, such as training, investigation, patrol, dispatch, or community relations. Responds to the scene of major or highly sensitive incidents and assumes command.
- Interprets and enforces departmental policy as required by specific situations on shift. Oversees and approves reports for conformity with established procedures. Receives and resolves routine complaints.
- Maintains care and control of authorized equipment and vehicles, including firearms.
- Collects, analyzes and verifies information from conversations with persons while on duty and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures, and makes oral reports as needed. Formulates statistical information, using reports, activity sheets and daily logs to assist in determining scheduling and manpower requirements.
- Provides information upon request about police policies, procedures and techniques as they affect the public. Maintains public relations with other law enforcement agencies. Provides information to staff concerning crime trends, updated legal information and other information.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups and various types of individuals.

### **LEVELS OF WORK**

- Class Group consists of three classes.

**University Police Officer:** This is commissioned law enforcement work in providing police protection for a regents institution. Work involves enforcement of laws, rules and regulations applying to the State of Kansas, regents institutions and surrounding municipalities. Patrols an assigned area, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports.

**Minimum Requirements:** High school diploma or equivalent, valid driver's license one year experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

**University Police Sergeant:** This is supervisory and participatory commissioned law enforcement work in providing police protection for a regents institution. Work involves supervision of police officers, assigning tasks, analyzing and evaluating officers' reports, and participating in officer training programs. Performs commissioned law enforcement work in providing police protection at a regents institution. Conducts criminal investigations and prepares reports for presentation to the prosecutor and the courts.

**Minimum Requirements:** High school diploma or equivalent, valid driver's license and three years experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training

Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

**University Police Lieutenant:** This is responsible supervisory and administrative commissioned law enforcement work providing police protection for a regents institution. Incumbents implement plans and procedures to affect daily law enforcement programs and assists in the development of department policies and procedures.

**Minimum Requirements:** High school diploma or equivalent, valid driver's license, and four years experience in general law enforcement, including one year administrative or supervisory experience. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

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